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Advice for Taxpayers Who Receive an IRS Notice

Every year the Internal Revenue Service sends millions of letters and notices to taxpayers, but that doesn't mean you need to worry. Here are some things every taxpayer should know about IRS notices – just in case one shows up in your mailbox.

1. Don't panic. Many of these letters can be dealt with simply and painlessly. Make a copy and either email it or fax it to us.
2. There are number of reasons the IRS sends notices to taxpayers. The notice may request payment of taxes, notify you of a change to your account or request additional information. The notice you receive normally covers a very specific issue about your account or tax return.
3. Each letter and notice offers specific instructions on what needs to be done to satisfy the inquiry.
4. If you receive a correction notice, you should review the correspondence and compare it with the information on your return.
5. If you agree with the correction to your account, usually no reply is necessary unless a payment is due. This often happens when the estimated payments you made are not matched on IRS records.
6. If you do not agree with the correction the IRS made, it is important that you respond as requested. We will write to explain why we disagree with the notice. We will include any documents and information we wish the IRS to consider, along with the bottom tear-off portion of the notice. Mail the information to the IRS address shown in the lower left part of the notice. Allow at least 30 days for a response.
7. Most correspondence can be handled without calling or visiting an IRS office. However, we may be able to resolve it by calling the telephone number in the upper right corner of the notice.
8. It's important that you keep copies of any correspondence with your records.
9. IRS notices that result in a change to may result in state tax notices. Please forward these to our office for resolution.

If you have any questions about tax notices, please call our office.